

Mississippi County Courthouse Custodian Job Description

Department: Custodial

Reports To: Mississippi County Judge

Location: Mississippi County Courthouse in Osceola, AR

Date Prepared: April 22, 2021

Required Hours: Monday – Friday (Part-time, 32.5 hr. work week)

Required Skills

- Knowledge of cleaning methods, materials, and equipment.
- Ability to exercise care in the use of cleaning materials and equipment.
- Ability to perform operations involved in custodial duties.
- Willing to work extended hours
- Develops respectful and cooperative working relationships with co-workers.
- Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
- Represents the County in a professional manner to all internal and external contacts
- Complies with all rules and policies in order to maintain a safe work environment.

Education, Certificate and/or Experience

- High School Diploma or GED
- Any combination of education and job experience which enhances your ability to perform duties.

JOB DESCRIPTION

- Vacuums, sweeps, mops, scrubs, strips, seals, polishes and buffs floors.
- Cleans and sanitizes rest rooms and replenishes supplies.
- Dusts and polishes surfaces.
- Moves equipment and furniture as necessary to allow for effective cleaning.
- Washes walls, ceilings, windows and woodwork.
- Cleans and polishes brass and other metalwork.
- Removes snow and ice from areas necessary to maintain safety.
- Collects and removes trash and waste paper.
- Vacuums, spot cleans, and shampoos carpets and upholstered furniture.
- Collects recyclable materials.
- Cleans and vacuums blinds and drapes.
- Maintains and updates the custodial supplies inventory system.
- Operates power cleaning equipment

Work Environment

Work is performed at county buildings. Occasional to frequent lifting, pushing/pulling of up to 50 lbs in the performance of duties. Rare lifting requirement of up to 100 pounds with or without assistance.